



# Job Description

## Administrative Assistant

### About KLM Engineering, Inc.

KLM Engineering is one of the leading engineering and inspection firm dedicated to water storage tanks. Throughout the past twenty-five years, KLM has grown into a national leader in providing consulting, engineering and inspection services during construction and reconditioning of water reservoirs.

### Job Description

KLM is searching for an ambitious, organized candidate to fill our Administrative Assistant position. This is a full-time position with benefits package. The Administrative Assistant supports the sales staff of three offices, requiring an individual to have excellent communication skills. This is a fast-paced position and will require a highly motivated and determined individual who enjoys supporting the sales team.

### Essential Duties and Responsibilities

- Assist, review and send out proposals
- Reply to email and phone inquires
- Maintaining and entering new and updated information to our database
- Schedule meetings and help maintain department calendars
- Coordinate, review, execute, and track project contracts
- Maintain and update proposal masters
- Provide travel arrangements for sales department
- Generate sales reports and track goals
- Handle association, membership, and sponsorship coordination
- Schedule and coordinate conferences and tradeshow for the department
- Handle multiple projects at once
- Contribute to team effort by accomplishing related tasks as needed

### Skills and Qualifications

- Prior experience reading RFP's and reviewing proposals preferred
- Strong communication skills
- Proven administrative experience
- Proficient with Microsoft Programs
  - o (Word, Excel, Outlook, PowerPoint, etc.)
- Experience with database programs and entering data
- Able to prioritize and balance tasks
- Well-organized
- Reporting skills

### Benefits

- Strong work life balance

- Career development opportunities
- Educational opportunities
- Team oriented atmosphere
- Competitive salary
- 90 percent employer paid medical and dental insurance
- Life insurance
- Full 401k retirement plan
  - o Includes automatic 3% employer contribution
- Paid one on one consultation with financial advisor
- Vacation and paid holidays

KLM is an EEO/AA employer.